

**DEPARTMENT OF HOUSING  
JOB OPPORTUNITY  
HOUSING SPECIALIST 1**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** CANDIDATES ON A CURRENT EXAMINATION LIST

**Location:** Hartford, CT

**Job Posting No:** 0112661

**Hours:** 40 Hours per week

**Salary:** \$63,215 - \$81,807 (AR-22)

**Closing Date:** October 15, 2015

The Department of Housing is currently seeking qualified applicants to fill a full-time Housing Specialist 1 position located in Hartford.

**Eligibility Requirement:** Candidates must have applied for and passed the **Housing Specialist 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:**

Knowledge of local, state, federal governmental and private resources available in the area of housing and community development; knowledge of the challenges and programs related to the expansion of affordable housing, community revitalization and homelessness reduction and prevention; knowledge of social and economic factors related to expansion of affordable housing, community revitalization and homelessness reduction and prevention; considerable oral and written communication skills; interpersonal skills; ability to review, analyze or prepare financial assistance applications from local, state, or federal governmental entities; ability to plan, analyze and evaluate housing programs and projects; ability to utilize computer software.

**Preferred Experience, Knowledge, Skills and Abilities:**

- Demonstrated work experience with one or more federal multifamily Section 8 project based rental assistance programs;
- Experiences demonstrating family income verification and recertification procedures related to eligibility determination;
- Experiences demonstrating an understanding of occupancy requirements of subsidized housing;
- Certification as an Occupancy Specialist (or equivalent) or the ability to become certified as such during the working test period.

**General Experience:**

Six (6) years of professional experience in the development and coordination of housing programs or projects or financial or technical advisory assistance to local, state, or federal government entities relative to housing or related housing matters.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.

1. A Master's Degree in housing and community development, housing studies, housing and human environments, urban planning, business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.
2. For State Employees, one (1) year of experience as an Assistant Economic and Community Development Agent, with a concentration in housing and community development, may be substituted for the General Experience.

**Special Requirement:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
3. Incumbents in this class may be required to speak a foreign language.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
SmART/HUMAN RESOURCES  
165 CAPITOL AVENUE, 5<sup>TH</sup> FLOOR EAST  
HARTFORD, CT 06106  
FAX to: 860-622-2964  
E-MAIL to: Theresa.judge@ct.gov**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 0112661 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/15/15 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.